



ENGINEERING-PDH.com
ONLINE CONTINUING EDUCATION

EFFECTIVE TIME MANAGEMENT TRAINING COURSE 2023

Main Category:	Personal Development
Sub Category:	Professional Skills
Course #:	PER-T108
Course Content:	Interactive/Video Course
PDH/CE Hours:	1

INTERACTIVE/VIDEO COURSE

WWW.ENGINEERING-PDH.COM

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COURSE OBJECTIVES

The objective of this educational course is to educate the user on how to best manage their time for both work and life. Do you sometimes feel that you have less time than needed to complete all of your tasks? Perhaps it's because you are not managing your time effectively. Effective time management allows you to manage your tasks so that you can put less effort into a shorter amount of time. This course will help you improve your time management skills and increase your productivity by reducing distractions and procrastination. You will be able to prioritize your tasks and accomplish your goals faster. By the end of this course, you will be able to: Become more productive; Prioritize each day's activities in a more productive manner; Overcome procrastination; Handle distractions effectively; Schedule tasks more efficiently.

COURSE DETAILS

This course is an interactive/video course where the user learns through video explanations as well as interactive slides and modules. If you require a timed & monitored version of this course, you can select that option before you start the course. You can take the course anytime and anywhere, on any device. This course is completely self-paced, so you can start and stop and set your own pace. If you need to take a break during the course, you will be able to pick up at the point where you left off. At the end of the interactive/video course, you will have a completion exam to ensure you learned the material which was presented. Upon scoring a 70% or above on the end exam, you will receive a completion certificate with your name, PE#, and the date on which you completed the exam. We also keep a copy of all certificates indefinitely.

[START INTERACTIVE COURSE](#)

PER-T108 (1 HR) - EFFECTIVE TIME MANAGMENT



To go directly to course Online Exam:

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